



Complete and return this form with payment and proof of residency to:
Alameda Recreation and Park Department
2226 Santa Clara Ave., Alameda, CA 94501
FAX (510) 523-4071 / Email arpd@alamedaca.gov

OFFICE USE ONLY:

Permit # _____

Date _____

Time _____

Rec'd by: _____

Day of Event (510) 747-7542

FACILITY USE PERMIT

Name of Individual or Group _____

Individual in Charge _____

Address _____ City _____ Zip _____

Day Phone: (____) _____ Evening Phone: (____) _____

Email Address: _____ Proof of Residency _____

PURPOSE OF EVENT: _____

DATE OF EVENT: _____ HOURS OF USE FROM: _____ TO: _____

ESTIMATED ATTENDANCE: Adults: _____ Children: _____ Total: _____

RECREATION CENTERS - THE CITY REQUIRES ADDITIONAL INSURANCE WHEN ALCOHOL IS BEING SERVED. Alcohol shall not be consumed outside of the building, on any public street, sidewalk, or right-of-way. Security Deposit is required for use of Recreation Centers. **3 HOUR MINIMUM**

Bayport	9:00 a.m. – 11:00 p.m.	Max. 40 Dining	Sat or Sun	Alcohol: YES NO
Leydecker	9:00 a.m. – 12:00 a.m.	Max. 70 Dining	Sat or Sun	Alcohol: YES NO
Harrison (Lincoln Park)	9:00 a.m. – 11:00 p.m.	Max. 100 Dining	Sat or Sun	Alcohol: YES NO
Veterans Building	9:00 a.m. – 10:00 p.m.	Max. 250 Dining	Sat Only	Alcohol: YES NO

PICNIC AREAS – Refer to our picnic policy for rules and regulations. 3 HOUR MINIMUM**OPEN SPACE** ☐

Franklin	2 tables	Near tree area
Godfrey	3 tables	Behind Rec Ctr
Krusi - Area #1	4 tables	Near grass area
Krusi - Area #2	2 tables	Tot play area
Leydecker	3 tables	Along walk path
Lincoln - Area #1	5 tables	Under arbor
Lincoln - Area #2	2 tables	End of area
Lincoln - Area #3	3 tables	Center of area
Lincoln - Area #4	3 tables	Along fence

Littlejohn #1	2 tables	Near swings
Littlejohn #2	2 tables	Between Areas 1 & 3
Littlejohn #3	4 tables	Nearest Benton
Shoreline #1	3 tables	Seaview/Aughinbaugh
Shoreline #2	3 tables	Near Ferry Terminal
Tillman #1	2 tables	Tot play area
Tillman #2	3 tables	Nearest Kofman
Tillman #3	3 tables	Near baseball
Washington Lower #1	2 tables	Near softball
Washington Lower #2	2 tables	Near softball
Washington Upper	10 tables	Play structure

Inflatable Jumper Co. _____ How many _____

Vendors _____

ATHLETIC FIELDS – See field policy for rules and regulations.**TENNIS**

Softball			Baseball & Softball			Soccer	
Krusi #2 or #4	Rittler		Godfrey	Washington Upper		Harrington	
Leydecker	Tillman		Krusi #1 or #3	Washington Lower		Atlantic	
Littlejohn	Woodstock		Lincoln			Bayport	

Fairfield	
Krusi	
Leydecker	
Franklin	

SWIM CENTERS**BOCCE BALL**

Emma Hood (Alameda HS)		Encinal Swim Center	
Competitive Pool		Tiny Tot Pool	
Diving Pool		Competitive Pool	

☐ Lincoln Park (3 Hour Minimum)
Pick up key on: _____Insurance Provided: ☐ YES ☐ NO ☐ Pending

CENTER: _____ hours @ \$ _____ per hour = \$ _____

PICNIC: _____ hours @ \$ _____ per hour = \$ _____

OTHER: _____ hours @ \$ _____ per hour = \$ _____

Outside Vendor (i.e. Jumper) = \$ _____

Deposit (Centers Only) = \$ _____

TOTAL AMOUNT DUE: \$ _____

PAYMENT REQUIRED TO COMPLETE YOUR RESERVATION:☐ CASH ☐ CHECK # _____☐ MasterCard ☐ VISA ☐ Discover

Credit Card # _____

Expiration Date _____

RECEIVED BY _____



Return completed form, payment and proof of residency to:

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Email – arpd@alamedaca.gov

FACILITY USE PERMIT

"I, _____ and/or organization _____ shall indemnify,
(Print Name) (Print Organization Name)
defend, and hold harmless City, its City Council, boards, commissions, officials, employees, and
volunteers ("Indemnitees") from and against any and all loss, damages, liability, claims, suits, costs and
expenses whatsoever, including reasonable attorneys' fees ("Claims"), arising from or in any manner
connected to "individual/group/organization" use of City property or equipment, whether alleged or
actual."

Signature _____ Date _____

Name of Organization _____

**I have read the rules and regulations pertaining to picnics, recreation centers, open space,
fields, tennis courts, bocce ball and swim centers and agree to abide by them.**

SIGNATURE _____ **DATE** _____

Cancellation Policy:

_____ (Initial) **Recreation Centers:** (see Recreation Center Rental Information Sheet)

- 30 days or more prior to event, \$15 administration fee
- 15-30 days before event will forfeit full security deposit
- less than 14 days will forfeit full deposit and all fees paid

_____ (Initial) **Picnics:** (see Picnic Rental Information Sheet)

- Less than 7 days in advance forfeit all fees
- More than 7 days in advance require a \$15 administration fee

**Your permit will be processed once we have received your completed form, payment and
proof of residency. The ARPD office will generate a permit number. Your permit will then
be sent to you or given to you directly if reservation is done in person.**

Remember to bring your completed Facility Use Permit to your event.

NO changes allowed to permit after 7 days prior to event.